



Job Opportunity

State Controller's Office

Position: Administrative Assistant I

Statewide

Location: Executive Office
300 Capitol Mall, 18th Floor, Sacramento, CA 95814

Issue Date: April 18, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Diane Hernandez, (916) 324-1506

Who May Apply: Individuals who are currently in the classification, eligible for lateral transfer, or reachable on a certification list.

California Relay Service: 1-800-735-2929

Position Number(s): 051-720-5361-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

If you are an individual that enjoys working in a fast-paced environment, surrounded by enthusiastic and self-motivated co-workers, and possess the ability to function independently as an augmentation to an Executive Senior-Level manager, then consider submitting an application to the Office of the State Controller (SCO).

The SCO is constitutionally established to oversee the financial/fiscal health of the State of California. Interested candidates will be introduced, as well as function in a professional environment designed to provide the citizenry of the State of California with efficient public service and help safeguard the use of public funds with the direction of the State Controller and his designee.

The agency also oversees the release of public funds in a fiscally responsible manner with responsibility and/or oversight of approximately 62 boards and commissions. In addition, the State Controller's Office serves as an independent watchdog providing sound fiscal control over more than \$100 billion in receipts and disbursements of public funds.

Specifically, with direction provided by an office manager, provide administrative relief to the Chief Operating Officer, or other Executive Senior-Level staff, responsible for policy and/or operational oversight of six operating divisions engaged in multiple program areas all designed to assist the State Controller with providing fiscal control over receipts and disbursements of public funds. Essential functions include, but will not be limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Gather data/information upon which the Chief Operating Officer can make decisions regarding policy development of modifications;
- When required, assist in studies of various topics, and develop reports to be presented to the Chief



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



Operating Officer;

- Research policy and/or issues brought to the attention of Executive Staff, and provide recommendations upon request;
- Discharge the administrative responsibilities associated with Executive Senior-Level staff which may include, scheduling facility uses, acquiring equipment to be utilized in staff meetings, attending to event calendars, scheduling appointments with dignitaries or constituencies, greet and direct inquirers to the appropriate divisional contact or agency, etc.;
- Develop and categorize specific meeting topics and/or agenda with high-level staff or outside dignitaries, scheduling locations and meeting times for the Chief Operating Officer;
- Consult with divisional representatives and interpret matters of policy;
- Utilize personal computer, manipulating software applications to assist the Chief Operating Officer with charts, graphs, schedules, appointments, correspondence, research, etc.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

HUMAN RESOURCES

P.O. Box 942850

Sacramento, CA 94250-5877

Attn: Denise Cruz